



SETTING UP AURA VOICE MAIL TO EMAIL (Outlook 2007)

To set up your Aura Voicemail to Email you need to add an IMAP folder to our Outlook like we did with other pilots. Voice mail will be delivered into this folder instead of your regular Outlook in box.

NOTE: When using this feature, be aware that if you delete messages from either location (voice mail box or email) the message is deleted from BOTH locations.

Configuring Outlook 2007

To configure Microsoft Office Outlook 2007, perform the following steps:

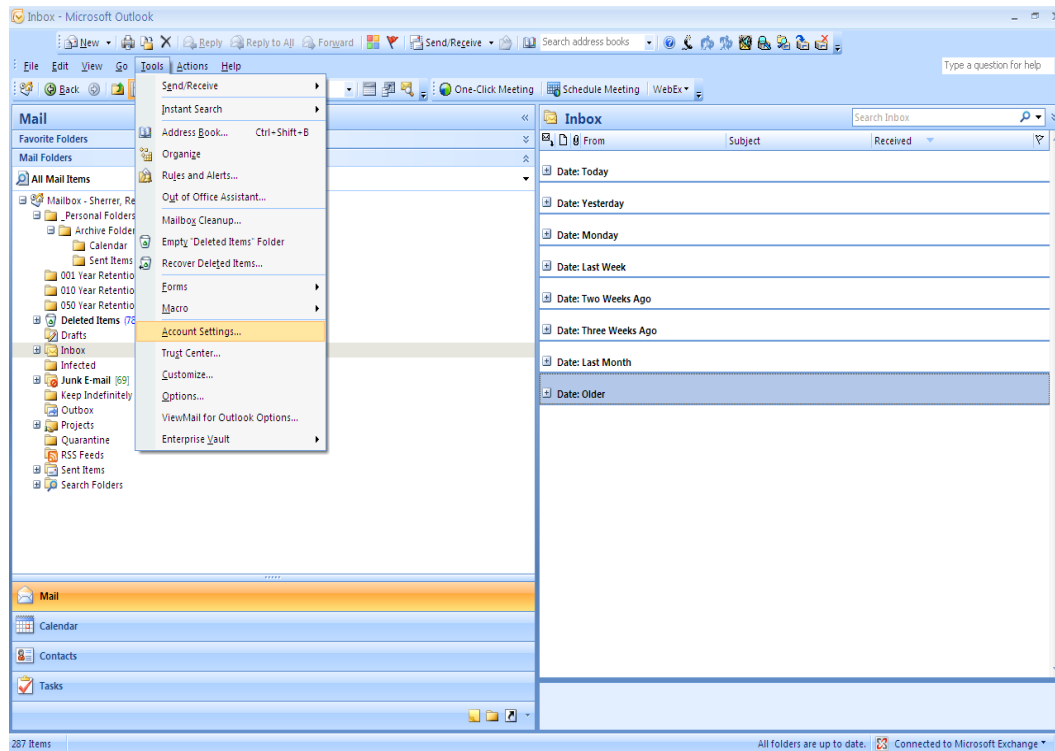
1. Start Outlook.
On the **Tools** menu, click **Account Settings....**
2. On the **E-mail** tab, click **New**.
The System displays the Choose E-mail Service dialog box.
3. Select the **Microsoft Exchange, POP3, IMAP, or HTTP** check box, and then click **Next**.
The System displays the Auto Account Setup dialog box.
4. Select the **Manually configure server settings or additional server types** check box, and then click **Next**.
The System displays the Choose E-mail Service dialog box.
5. Select the **Internet E-mail** check box, and then click **Next**.
The System displays the Internet E-mail Settings dialog box.
6. In the **Your Name** box, type your **10 digit telephone number**.
7. In the **E-mail Address** box, type your **10digit telephone #@mss1-nrb.dis.wa.gov**
8. In the **Server Information** section, select **IMAP** for **Account Types**.
9. In the **Incoming mail server** box, type **147.55.144.6**
10. In the **Outgoing mail server (SMTP)** box type: **147.55.144.6**
11. In the **User Name** box, type your **10 digit mailbox number**.
12. In the **Password** box, type your **voice mailbox password**.
13. Click **More Settings....**
 - a. On the **General** tab, replace the default name with Avaya Aura Voice Mail.
 - b. On the **General** tab, under **Purge Options**, select the **Purge items when switching folders while online** check box.
 - c. Click **OK**

Note:

By default Outlook does not purge deleted messages automatically. This can lead users to unexpectedly run out of space in their mailboxes. You can configure Microsoft Outlook so that when you switch between folders, any items you have marked for deletion are purged from the IMAP server. To enable this feature, you must work online and be connected to the server.

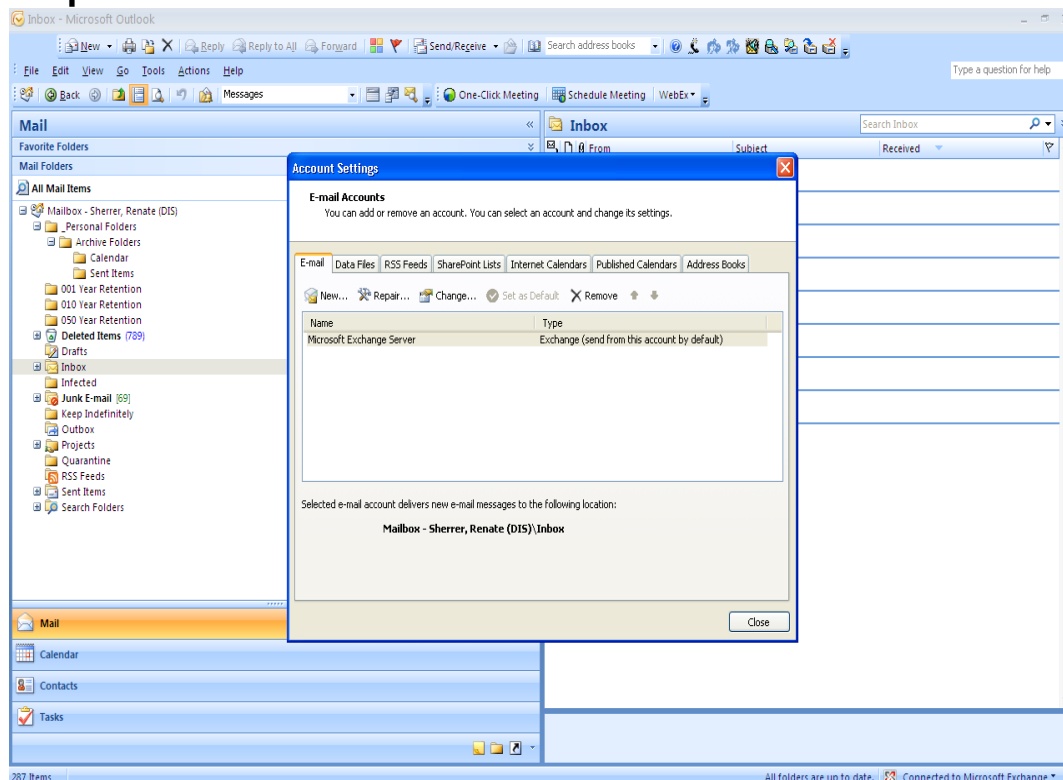
14. Click **Next** and then click **Finish**.

Step 1: Start Outlook.



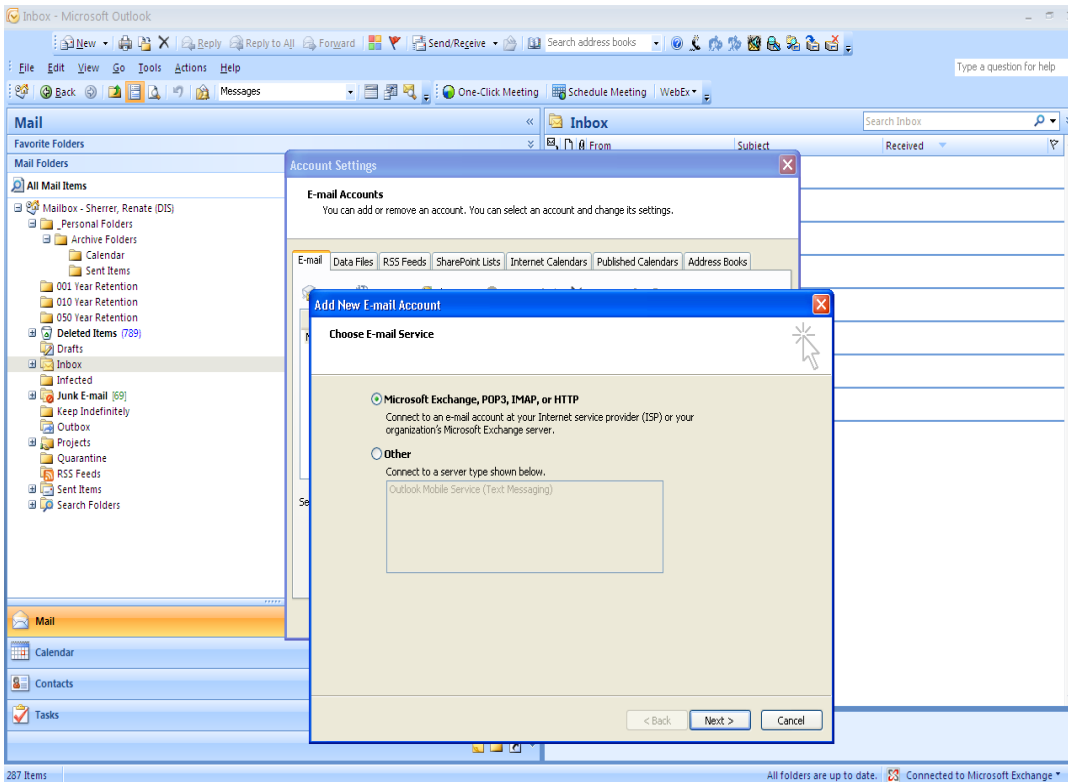
On the **Tools** menu, click **Account Settings....**

Step 2:



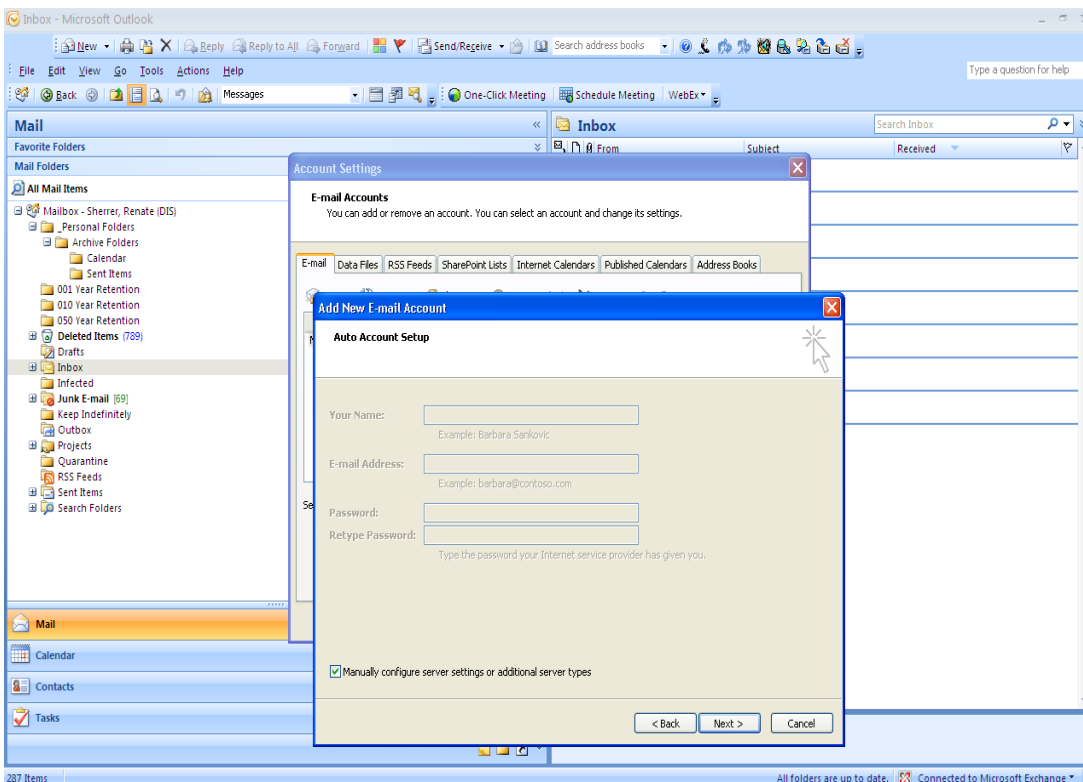
On the **E-mail** tab, click **New**

Step 3:



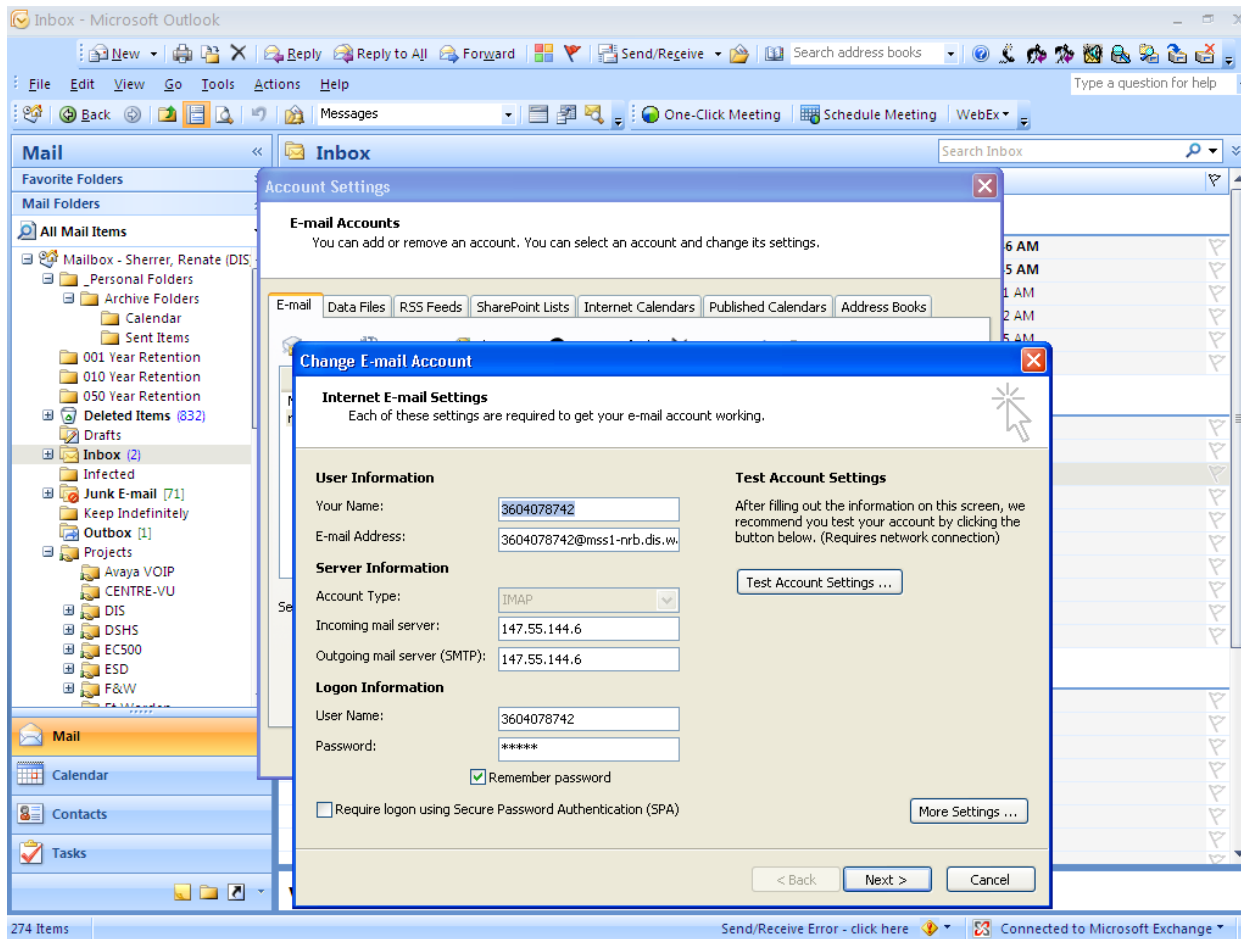
Select the **Microsoft Exchange, POP3, IMAP or HTTP** check box and then click **Next**

Step 4:



Select the **Manually configure server settings or additional server types** check box, click **Next**.

Step 5:



Your Name:
10 digit telephone number

Email Address;
10digit telephone#@mss1-nrb.dis.wa.gov

Account Type: **IMAP**

Incoming Server: **147.55.144.6**

Outgoing mail server(SMTP): **147.55.144.6**

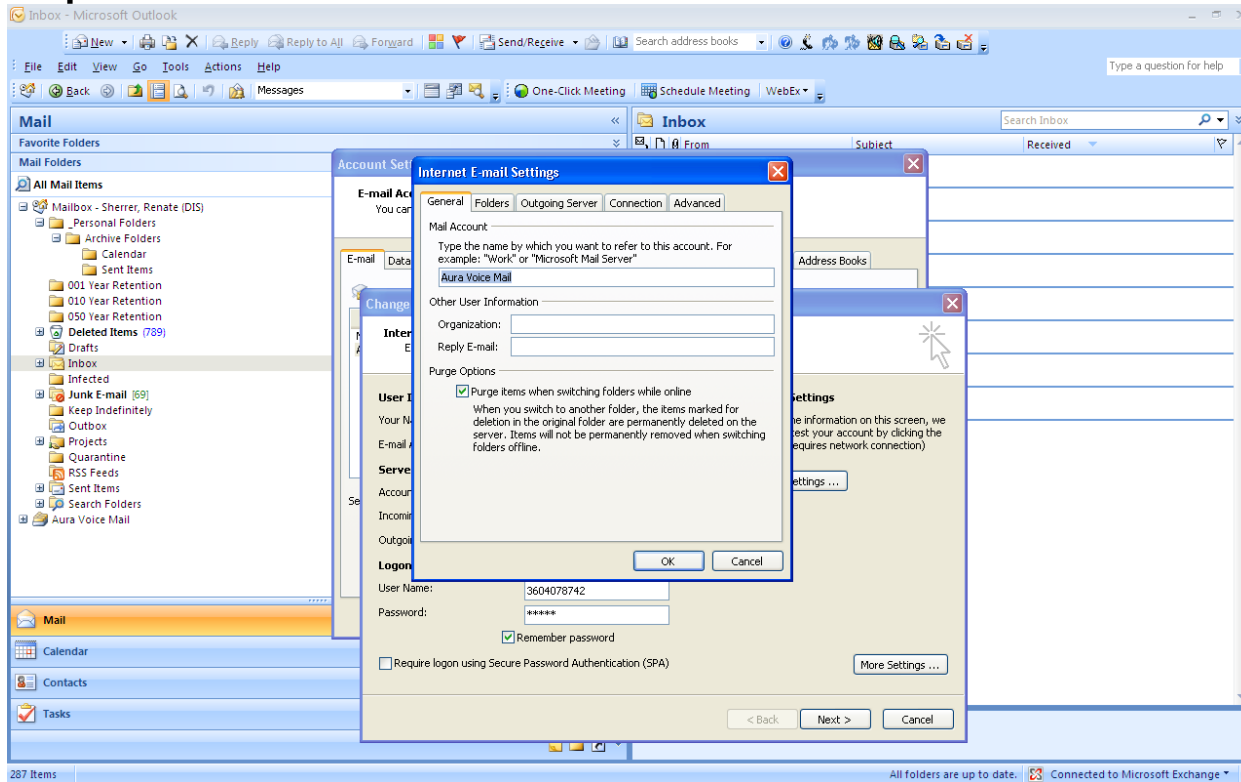
User Name: **Your 10 digit Aura mailbox number i.e. 360xxxxxxx (3604078742).**

Password: **Your PIN** that you set in you Aura mailbox

Check the **remember password box**

Click **More Settings**

Step 6:



On the **General** tab, replace the default name with Aura Voice Mail.

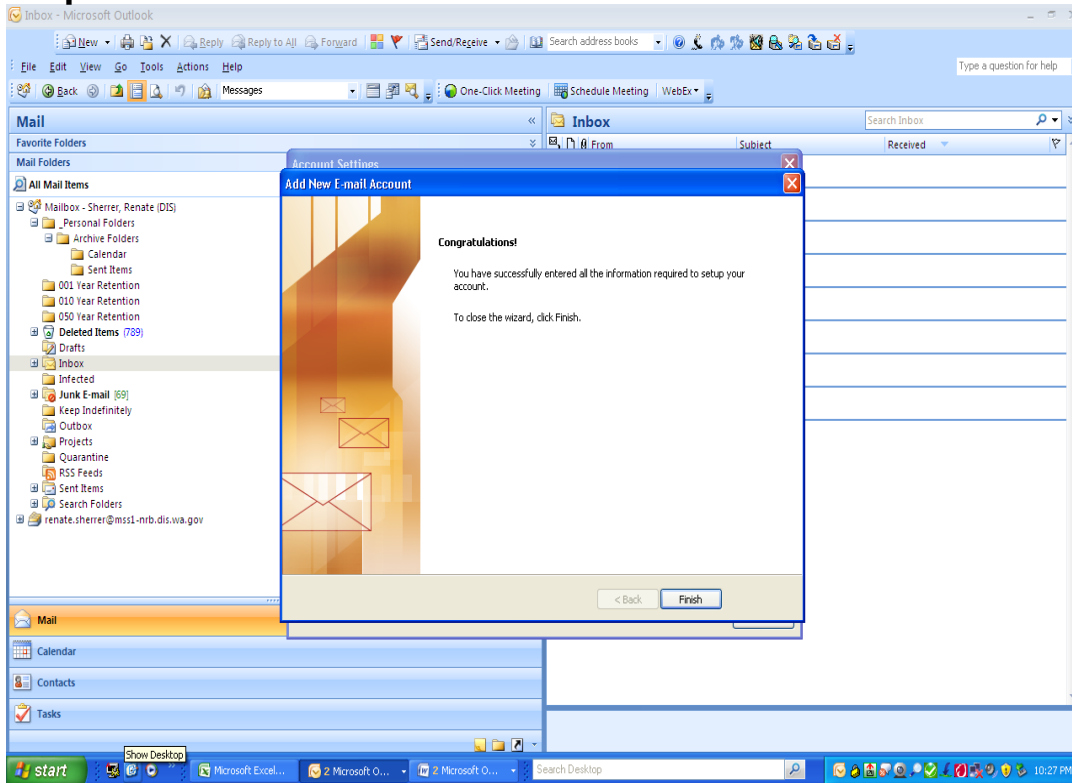
On the **General** tab, under **Purge Options**, select the **Purge items when switching folders while online** check box.

Click **OK**

Note:

By default Outlook does not purge deleted messages automatically. This can lead users to unexpectedly run out of space in their mailboxes. You can configure Microsoft Outlook so that when you switch between folders, any items you have marked for deletion are purged from the IMAP server. To enable this feature, you must work online and be connected to the server.

Step 7:



Click **Finish**